

Approved For Release 2001/03/04 : CIA-RDP80-01240A000200060015-9								
2. CAREER SERVICE DESIGNATION		3. LANGUAGE CODE		5. DUTY STATION <input type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)				
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.				7. PLACEMENT DIVISION CONCURRENCE DATE:				
8. ACTION		POSITION TITLE		SCHEDULE	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A.		Budget Officer		GS	0560.01			
B. CWD								
C. INITIATING OFFICE								
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)				10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY				
11. ORGANIZATIONAL LOCATION OF POSITION				12. CERTIFICATION				
A. OFFICE DDP				This is a complete and accurate description of the duties and responsibilities of this position				
B. DIVISION OR STAFF [REDACTED] 25X1A8a				A. EMPLOYEE DATE				
C. BRANCH Support Group				B. SUPERVISOR REV DATE 2-4-81 BY 006199 DDC 11 GPI 38 TYPE 01 COORD COMP 9 CORRESP REPRESENTATIVE 9 ORIG CLASS 5 DJUST 22 NEXT REV 2011 AUTH: HR 10-2				
D. SECTION Budget and Fiscal Section								
E. UNIT								
13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS								
I. <u>JOB SUMMARY</u>								
<p>(1) Serves as Budget Officer for FI Staff responsible for the formulation and execution of the annual budget submission in addition to being legally responsible for all funds allotted to the Staff and for the approval and maintenance of records on all fiscal transactions.</p> <p>(3) Serves as Acting Chief of the Support Group, FI in the absence of the Chief.</p> <p>(2) Also serves as technical advisor to Chief, FI Staff and other senior officials within the Staff on all budgetary, travel and other financial aspects of FI programs and activities.</p>								
II. <u>DUTIES AND RESPONSIBILITIES</u>								
1. Maintains continuing liaison and provides/technical assistance and advice to operating officials of FI Staff components in connection with the development of budget estimates and justification material. Provides operating components with pertinent statistical data concerning the financial status of current operations (e.g., authorization, cumulative obligations, rate of expenditures by object class, etc.) Upon request, furnishes copies of FI Staff budgets approved for prior years as an aid in the development of budget estimates.								

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2. Reviews budget estimates and justification statements developed by FI Staff components to insure: a) that explanations of funding requirements and objectives are consistent with assigned mission; b) security regulations governing the submission of such material are complied with; c) economy has been considered without loss of efficiency or the assurance of a sound and balanced funding program. Gathers, synthesizes, and consolidates budgetary data submitted by FI Staff components, and prepares the annual budget in final form for presentation to the Office of the Comptroller, ~~Finance~~.

3. Upon request of the Office of the Comptroller, obtains supplemental budgetary and financial data not reflected in initial budget submission. Such information would include further justification for additional funds in connection with FI operations, manner in which FI Staff coordinates FI operations conducted by other DDP components individually or in conjunction with other government agencies; detailed breakdown of estimated increases in personnel, logistical and travel requirements in relation to specific program objectives, etc. Solicits desired information from operating components concerned and/or reviews and selects pertinent budgetary data from files and records maintained in Budget and Fiscal Section, FI Staff. Personally briefs the Chief, FI Staff on budgetary and fiscal information requested by the Office of the Comptroller and/or Bureau of the Budget for presentation at budget hearings. Attends the budget hearings called by the Office of the Comptroller to render technical advice and assistance to Chief, FI Staff in connection with questions relating to the budget submission.

4. Upon notification of an approved operating budget for the FI Staff, determines and requests distribution of the authorized allocation of funds to individual allotment accounts on a quarterly basis. This involves an analysis of current budgetary requirements, and consultation with FI Staff components as to the anticipated rate of obligations for specific operations.

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5. Collaborates with FI Staff operating officials in ascertaining necessary amendments to quarterly allotments, based upon an analysis of current rate of obligations and expenditures and projected funding requirements in addition to consideration of anticipated terminations, renewals, extensions and contractions of operations. Makes sub-allotments to foreign field operations conducted by the FI Staff.

6. Upon approval of new projects for which funding requirements were not projected in the approved current budget, prepares appropriate documentation and justification material for approval by the DDP and the Comptroller.

7. Supervises the compilation and analysis of statistical data pertaining to the status of the current funding program for the FI Staff. This data is compiled on a monthly basis, and reflects the current rate of obligations and expenditures by allotment account involving use of both vouchered and unvouchered funds. Keeps appropriate officials advised on status of accounts.

8. Collaborates with FI Staff operating components in the development of the financial portion of FI Staff operational planning documents (e.g., preliminary estimates and operational programs). Obtains information on the progress and accomplishments of the Agency's FI effort, and detailed justifications for funding or personnel requirements in excess of planned ceilings. Reviews, edits, and consolidates the required information into an overall estimate. Obtains necessary internal coordination and approval prior to submission to the Planning and Program Coordination Staff.

9. Reviews funding requirements set forth in project outlines initiated by FI Staff Case Officers to insure conformance with established budget limitations. Assists Case Officers in determining funds for travel, personal services, equipment, etc., based upon experience data on expenditure of funds allotted for similar projects, and limitations set forth in regulatory issuances. Advises Case Officers on the appropriate method for accounting of funds to insure that due dates prescribed in project outlines are met.

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10. Supervises the establishment and maintenance of official allotment accounts and related cost accounts reflecting the current status of authorizations, allocations, obligations, and expenditures.

11. Reviews existing and proposed changes in regulations, directives, notices, memoranda, etc. of a financial, travel, budgetary or related policy nature, in relation to the impact upon the Staff.

12. Supervises the preparation of summary obligation reports and related accounting reports dealing with the status of expenditures, liquidations, and obligations for the current fiscal year as well as prior years.

13. Supervises the maintenance of records on approximately 1,000 operational and developmental projects under the control and direction of the FI Staff, but administered by DD/P Area Divisions. This record is maintained by country for each Area Division and cites the allotment account number, amount, and dates of approval. Insures that account numbers are properly assigned to approved FI projects. Is responsible for the dissemination of copies of FI operational authorization for FI projects to Finance Division, Budget Division, and the Area Division concerned.

14. Serves as Accountable Officer for the FI Staff Imprest Fund (\$400.00) from which disbursements are made to employees incurring expenses in connection with the use of commercial and personal vehicles for official business. Insures that monthly accountings of fund activity are submitted to Finance Division for replenishment.

III. QUALIFICATIONS

1. Must possess a better than layman's knowledge of budgeting, business law, commercial and governmental accounting, theory and practice; knowledge of the area and knowledge of the organic structure of financial authorities in the field. Must have a limited knowledge of operational techniques and procedures.

2. Must possess managerial ability to supervise employees directly under his

control and to analyze and control the funds and financial and budgetary functions for which he is responsible. The incumbent, as the second senior official of the Support Group, FI, also serves as Acting Chief in the absence of the Chief, Support Group, FI.

3. Should possess one year of satisfactory performance as a budget officer, finance officer or certifying officer or the equivalent academic training as prescribed by Regulation.

4. Must possess a high degree of judiciousness, dependability, ingenuity and insight.

IV. SCOPE AND EFFECT

1. The professional and technical nature of the position must be maintained at the highest of standards in view of the fact that complete financial management of the funds including control, analysis and/or coordination of action are vested in the position. This requires constant liaison between the Divisions and higher echelons of the Agency.

2. Requires a high degree of original thinking coupled with ingenuity for solving various problems with respect to financial, budgetary, budget execution and travel policy matters.

3. Complete individual initiative in taking independent action is required.

V. SPECIAL CONSIDERATIONS

1. Since this is the principle friction point between operations and administration and the necessity of greater depth on the "need to know" basis in order to approve obligations and/or disbursements, incumbents's loyalty, etc. must be far above reproach.

VI. SUPERVISION AND GUIDANCE RECEIVED

1. Receives general supervision from Chief, Support Group, FI Staff, however, due to the nature of the functions there need be little or no technical guidance.

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by the immediate supervisor. Limited guidance is required from the SSA/DDS and this is usually given orally. Completed work is subject to general review for adherence to prescribed policies of the FI Staff. Written guidelines include regulations issued by the Office of the Comptroller which contain specific instructions pertaining to all aspects of planning and implementing a budget and fiscal program for a major operating component.

QUANTITATIVE DATA

Number of ~~Allocation~~ Accounts

Size of Budget

Number of Projects

Number of Field Stations



25X9A2

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